

# DAIRY PROGRAM COORDINATOR



## DEPARTMENTAL OPEN EXAMINATION STATEWIDE

AY15/0478

*CONTINUOUS FILING*

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

<i>THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUS BULLETINS.</i>	
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is a departmental open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
CONTINUOUS FILING INFORMATION	<p>The testing office will accept applications continuously and will notify and test applicants as needs warrant. <b>Testing is considered continuous</b> as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination.</p> <p><b>A candidate may be tested only once during a testing period.</b> The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. <b>A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.</b> You must submit a state application (STD 678) for each testing period.</p>
HOW TO APPLY	<p><b><u>SUBMIT APPLICATIONS (FORM 678) TO THE FOLLOWING ADDRESS:</u></b> California Department of Food and Agriculture Examination Unit <i>Attention: Suzanne Conrad</i> 1220 “N” Street, Room 242 Sacramento, California 95814</p> <p><b><u>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</u></b></p>
TESTING METHOD	The testing method used may be one or a combination of the following: <b>ORAL OR WRITTEN EXAMINATION, EDUCATION &amp; EXPERIENCE, OR SUPPLEMENTAL APPLICATION.</b>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 651-9973.
REQUIRED IDENTIFICATION	<i>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i>
SALARY RANGE	<b>\$5113 - \$6170</b>
ELIGIBLE LIST INFORMATION	A Departmental “Open” list will be established for the California Department of Food and Agriculture. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after it is established.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b><u>NOTE: SUBMISSION OF TRANSCRIPTS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.</u></b></p> <p><b><u>NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED</u></b></p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.</p> <p><b>Possession of a valid certificate of registration as a Dairy Inspector issued by the California Department of Food and Agriculture, Milk and Dairy Foods Control Branch, 1220 N Street, Sacramento, CA 95814.</b></p> <p><b><u>Either I</u></b></p> <p>One year of experience in the California Department of Food and Agriculture performing the duties of a class equivalent in level and responsibility to that of Regional Administrator, Milk and Dairy Foods Control Branch. <b>or</b></p> <p>Two years in the California Department of Food and Agriculture performing the duties of a class equivalent in level and responsibility to that of Dairy Foods Specialist, Range C.</p>

DAIRY PROGRAM COORDINATOR		CONTINUOUS FILING
MINIMUM QUALIFICATIONS CONTINUED...	<div>Or II</div> <div><b>EXPERIENCE:</b> Five years of increasingly responsible experience in the enforcement of Federal, State, county or city laws relating to dairies or dairy products, at least one year of which shall have been in a supervisory capacity. <i>(Experience in California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of Regional Administrator, Milk and Dairy Foods Control Branch.).</i></div>	
POSITION DESCRIPTION	Directly supervises the Dairy Microbiology Laboratory and the Fluid Milk Testing, investigation, and auditing programs; establishes statewide inspections uniformity by developing new and revised systems and procedures; reviews, analyzes, and evaluates complex milk processing and pasteurizing equipment; develops procedures for new types of inspections; provides technical direction to the Regional Administrator; proposes changes to, and the need for, legislation, rules, and regulations; coordinates work with staff of Federal, state and local agencies; acts as Branch Chief in his/her absence.	
EXAMINATION INFORMATION	<div>This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions.</div> <div>Competitors who do not appear for the interview will be disqualified.</div> <div>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.</div> <div>QAULIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</div> <div>The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</div>	
SCOPE OF EXAM AND SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES	<div>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</div> <div>Knowledge of:</div> <div><div><div>1. Dairy production, dairy products, manufacturing methods, and milk equipment and materials;</div><div>2. The provisions of the Food and Agriculture Code and the regulations relating to milk production and manufacture of dairy products and products resembling dairy products;</div><div>3. Methods to testing and grading dairy products including tests of alteration and contamination;</div><div>4. Operation of approved milk inspection services;</div><div>5. Chemical and bacteriological laboratory techniques relating to dairy products;</div><div>6. Principles of environmental sanitation;</div><div>11. Principles and practices of public administration and personnel management;</div><div>12. State and Federal legislative process;</div><div>13. Manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</div></div><div>Ability to:</div><div><div><div>1. Interpret and apply the provisions of the Food and Agriculture Code and the regulations relating to milk production and manufacture of dairy products and products resembling dairy products;</div><div>2. Detect violations of laws and regulations relating to dairy containers, cabinets, sanitation, and the use of registered equipment;</div><div>3. Assist producers and manufacturers of dairy foods in developing improved production methods;</div><div>4. Establish and maintain cooperative relations with those contacted in the work;</div><div>5. Communicate effectively at a level required for successful job performance.</div><div>6. Analyze situations and take effective action;</div><div>7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;</div><div>8. Plan, direct, and supervise the work of the Branch in Chief’s absence;</div><div>9. Testify in court.</div></div></div></div>	
EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.	
VETERANS PREFERENCE	Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans’ preference points.	
QUESTIONS?	If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 “N” Street, Suite A-151, Sacramento, California 95814, (916) 651-9973.	

## GENERAL INFORMATION

**Americans with Disabilities Act, Title II:** The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

**If you meet the requirements** stated, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**It is the candidate's responsibility** to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1. sub-divisional promotional, 2. departmental promotional, 3. multi-departmental promotional, 4. service-wide promotional, 5. departmental open, 6. open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

**High School Equivalence:** Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.*

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929

FROM VOICE PHONES: 1-800-735-2922